

COMSCINST 12410.22A	COG CODE N00E	DATE 14 AUG 1984
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DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
 901 M STREET SE
 WASHINGTON DC 20398-5540

COMSCINST 12410.22A
 M-00E
 14 August 1984

COMSC INSTRUCTION 12410.22A

Subj: COMSC Upward Mobility Program (UMP)

Ref: (a) SECNAVINST 12410.21, Department of Navy Upward Mobility Program
 (b) OPNAVINST 12713.4, Upward Mobility Program
 (c) OPNAVINST 12720.2, Equal Employment Opportunity (EEO) Program Management
 (d) Civilian Personnel Letter (CPL) 12410-5
 (e) COMSCINST 12720.2, EEO Program Management
 (f) COMSCINST 12410.25, Civilian Marine (CIVMAR) Career Development Plan
 (g) COMSCINST 12410.11K, Upgrade Training for Civilian Marine Personnel

1. Purpose. To establish policy and guidance for implementation of Upward Mobility Programs in the Military Sealift Command in accordance with the provisions of references (a) through (g).

2. Cancellation. COMSCINST 12410.22.

3. Applicability

a. The policy, guidance, and requirements of this instruction apply to MSC Headquarters and MSC Area Commands.

b. The training and developmental opportunities provided by Upward Mobility Programs are to be made available to civilian career and career-conditional employees in grades GS-1 through GS-9, and equivalent wage grade employees in the Federal Wage System.

c. Inasmuch as the DON-wide training agreement applies only to the competitive service, Area Commands with civilian marine personnel (excepted service) will use references (f) and (g) as a basis for applying the concepts of upward mobility to that segment of the workforce.

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4. Policy and Program Requirements

a. Upward mobility for federal employees is the systematic management effort that focuses personnel policy and practices on the development and implementation of specific career opportunities for lower level employees who are in positions or occupational series that do not enable them to realize their full work potential. In order to promote upward mobility, it is the policy of MSC to:

(1) Develop and operate formal UMPs at MSC Headquarters and all Area Commands with 100 or more U.S. citizen civilian employees. (MSC activities with fewer than 100 U.S. citizen civilian employees will establish UMPs to the extent feasible.)

(2) Consider upward mobility options as a means for achieving some of the goals of the Affirmative Action and Federal Equal Opportunity Recruitment Plans.

(3) Assure that employees in dead-end positions GS-9 and below, and equivalent wage grade positions, have the opportunity to apply for upward mobility positions and, for civilian marine personnel, participate in upgrade training.

(4) Utilize the current skills of MSC employees and assist them in advancing to their maximum potential and the benefit of the Command.

(5) Encourage career development through counseling and ongoing training opportunities.

b. MSC formal Upward Mobility Programs will include the following minimum requirements to:

(1) Establish as many upward mobility positions as feasible in each Area Command (MSCLANT and MSCPAC) and at MSC Headquarters each fiscal year.

(2) Develop effective position management plans for identifying potential target positions for upward mobility.

(3) Conduct skills surveys as a part of overall planning process for upward mobility.

(4) Identify groups of employees for whom advancement opportunities do not exist in the activity.

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(5) Establish bridge positions, where appropriate, through job restructuring for upward mobility positions.

(6) Use competitive principles in all aspects of the UMP.

(7) Provide for career counseling for all employees and upward mobility selectees during their participation in the UMP.

(8) Conduct annual evaluation on overall effectiveness of UMP to determine whether goals and objectives are being met.

(9) Assure that equal opportunities are afforded in all aspects of the UMP regardless of race, color, sex, religion, national origin, age, and handicap.

5. Roles and Responsibilities. The development and implementation of an Upward Mobility Program is a team effort involving all facets of management and employee participation. The roles and responsibilities for developing and implementing local programs are assigned as follows:

a. Deputy Commander, MSC Headquarters and Area Commanders of MSCLANT and MSCPAC

(1) Appoint an Upward Mobility Program Coordinator for their activity.

(2) Allocate sufficient financial and personnel resources to carry out the UMP.

(3) Convey personal support and commitment to the success of the program to management officials and employees.

(4) Assure that MSC's UMP policy, local guidance, and procedures for implementing UMPs are promulgated throughout their activities.

(5) Set goals for the establishment of target positions to be filled through the UMP for their activity.

(6) Assure that managers and supervisors are aware of their roles and responsibilities in the program.

(7) Assure that employees are familiar with the provisions and objectives of the program and their role in applying for advancement opportunities when they occur.

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(8) Utilize the advice and assistance of local training committees and EEO Advisory Committees in developing, implementing, and evaluating overall effectiveness of the UMP.

b. Upward Mobility Program Coordinator (UMPC)

(1) Coordinate the establishment of a task force which will assist in the development of a plan for implementing the UMP.

(2) Assure that guidelines are developed and issued for use by MSC officials responsible for the UMP, managers, supervisors, and employees in implementing UMP.

(3) Assure that skills surveys are conducted and data maintained.

(4) Analyze data required to develop and coordinate the UMP; monitor and evaluate program results.

(5) Maintain liaison with coordinators of special emphasis programs within the command.

(6) Assure that counseling services are available for UMP participants.

(7) Assure effective publicity for the UMP.

(8) Prepare information on UMP for AAP Accomplishment Reports and other reports as required.

c. Civilian Personnel Staff of Servicing Personnel Office

(1) Assist UMPC and task force in assessing positions which have potential for inclusion in UMP.

(2) Assist UMPC in conducting skills surveys, analyzing data, and utilizing skills bank.

(3) Assure that a merit-based selection system is used to select program participants, including development of appropriate crediting plans.

(4) Assure that appropriate forms are developed and used in the UMP (applications, vacancy announcements, evaluation forms, etc.).

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(5) Identify opportunities for job restructuring as part of position management reviews and individual position reviews.

(6) Administer the DON-wide training agreement and other training agreements for the UMP.

(7) Assist UMPC in developing guidelines for managers, supervisors, and participants to use in implementing the UMP.

(8) Participate in overall planning, implementation, and evaluation of UMP.

d. Deputy EEO Officers

(1) Provide policy guidance and assistance to the UMPC.

(2) Assist in development and issuance of UMP guidelines.

(3) Assure that the UMP is addressed in affirmative action planning.

(4) Assist UMPC and task force in assessing manpower needs.

(5) Participate throughout the overall planning, implementation, and evaluation of UMP.

(6) Provide input to UMP planning in the identification of groups of employees for whom adequate advancement opportunities are not available.

(7) Report UMP results in AAP Accomplishment Reports when appropriate.

e. Managers and Supervisors

(1) Provide for maximum utilization of skills and on-the-job training for employees.

(2) Examine organizational structures and positions periodically for the purpose of redesigning, restructuring, and forecasting staffing needs.

(3) Assist in identifying target positions for UMP, type of training required, and selection criteria for trainees.

(4) Work with UMPC, career counselors, personnelists, and training officers in developing individual development plans for participants.

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(5) Provide job related counseling to trainees, evaluate their progress, development, and performance regularly.

f. Interested and Participating Employees

(1) Keep personnel records up to date by providing information on career development plans and training courses completed.

(2) Participate in career counseling process with supervisor and career counselor.

(3) Participate in skills survey when conducted by the command.

(4) Fulfill requirements of UMP if selected to participate.

6. Action. Commanding Officers will ensure that the requirements of this instruction are developed and implemented throughout their respective areas of authority.

"Signed"

W. C. HAMM, Jr.

Vice Commander

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